



### **One & Two Family Plan Review Application Checklist**

The purpose of this checklist is to help define a complete submittal package for the scope of work and address information required for most projects. The plan review will reflect the extent and completeness of the submitted documents and may uncover additional issues requiring revised plans, documentation and subsequent re-review.

☐ **Three (3) complete sets of legible plans**

☐ **Other Department reviews (required prior to submitting a building permit application).**

- ☐ Public Improvement by Private Contract (PIPC) - Public Works, Development Review Division
- ☐ Historic Review - Planning Division
- ☐ Land Use Approval (e.g., subdivision, conditional development) - Planning Division

☐ **Forms**

- ☐ Special Inspection and Testing form
- ☐ Energy Code Compliance checklist
- ☐ System Development Charges (SDCs)/plumbing fixtures
- ☐ Pedestrian Oriented Design Standards - Chapter 4.10 of the City's LDC (new dwellings only)
- ☐ Meter Request form
- ☐ Construction Excise Tax Exemption (CET) form
- ☐ Contractor/Subcontractor List for Certificate of Occupancy

☐ **Site/plot plan (required for all new development and expansions of buildings or structures)**

- ☐ property lines (surveyed)
  - ☐ scale (1"=20' preferred)      ☐ north arrow      ☐ lot and building setback dimensions
  - ☐ lot coverage area (sq ft)      ☐ retaining walls      ☐ location of easements
  - ☐ location of existing and proposed driveway(s) and sidewalks
  - ☐ footprint of all structures (including decks, porches, etc)
  - ☐ existing and proposed contour lines at 2-ft. intervals
  - ☐ property corner, structure corner, and finish floor elevations
  - ☐ size and location of existing and proposed water, sewer, and drainage utilities (including meters and lateral lines).
- \*\* Information shall be obtained from utility locates or as-built surveys.
- ☐ tree locations on the project site:
    - ☐ existing    ☐ to be removed    ☐ ROW trees    ☐ replacement trees    ☐ tree protection fencing
  - ☐ location of the 100-year flood plain and 0.2 foot floodway, if applicable

☐ **Erosion prevention and sediment control (EPSC) plan (required along with EPSC permit application if the project will potentially disturb 2,000 sq-ft or more ground surface)**

- ☐ all information listed for site/plot plan - or include erosion controls on site plan if there is room.
- ☐ storm drain inlet protection, concrete washout, and sediment fence as applicable for sloped sites.
- ☐ gravel construction entrance (leave existing sidewalks in place)
- ☐ any existing or proposed drainage features

- ☐ **Architectural elevation views** (1/4- inch scale preferred)
  - ☐ exterior elevations must reflect the actual existing and proposed grades
- ☐ **Foundation plan** (1/4-inch scale preferred)
  - ☐ footing and foundation dimensions, hold-downs, vents, and type of underfloor framing
- ☐ **Floor framing plans**
  - ☐ beam and member sizing, spacing and bearing locations, nailing and connection details
- ☐ **Floor plan** (1/4-inch scale preferred)
  - ☐ show all dimensions
  - ☐ room identification
  - ☐ door sizes and locations
  - ☐ window sizes and locations
  - ☐ balconies and decks
  - ☐ location of smoke alarms
  - ☐ plumbing fixtures
  - ☐ mechanical equipment (type and fuel source)
  - ☐ ventilation fans
- ☐ **Wall bracing**
  - ☐ Braced wall lines shall be identified on the construction documents. Seismic and wind calculations and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements, and connections shall be provided.
  - ☐ Where engineered lateral designs are submitted, the design (specifications and calculation) shall be signed and stamped by the engineer of record. Details and connections shall be incorporated in the plans or provided on full size sheets attached to the plans.
- ☐ **Roof framing plans**
  - ☐ beam and member sizing, spacing and bearing locations, nailing and connection details
  - ☐ location of attic ventilation
  - ☐ truss details (stamped)
- ☐ **Cross section(s) and details**
  - ☐ framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction (more than one cross section may be required to clearly portray construction)
  - ☐ details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, thermal insulation, ventilation for attic and/or vaulted ceiling area, etc.
  - ☐ cross section detail of footing/stemwall construction with dimensions, rebar size and placement, vapor barrier, sill plate, grade, and perimeter drain
  - ☐ stair construction
  - ☐ fireplace construction
- ☐ **Basement and retaining wall**
  - ☐ cross sections and details showing placement of reinforcing steel, drains, and waterproofing
  - ☐ for engineered systems, design specifications and calculations shall be provided
- ☐ **Fire sprinkler plans** (if applicable)